

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: March 8, 2011

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: PAYROLL PROCEDURES MANUAL – FEBRUARY REVISION # 02 - 11

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for February 2011. The manual can be obtained by accessing the State Controller's Office public web site at: [California State Controller's Office: Payroll Procedures Manual](#).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the February 2011 PPM are provided below.

Section H: 150 – 158:	Earned Income Credit, deleted.
503 – 506:	Savings Plus Plan 401(k)/457, updated.
628:	Purchasing U.S. Savings Bonds, Form STD. 242, deleted.

Section I:	700:	Form W2 Wage and Tax Statement, updated.
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PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [California State Controller's Office: Payroll Procedures Manual](#).

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS